

State of Alaska FY2003 Governor's Operating Budget

Department of Administration Personnel Component Budget Summary

Component: Personnel

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Component Mission

To assist State agencies to hire and retain a qualified workforce.

Component Services Provided

Provide policy direction and accurate procedures and guidelines to state agencies on all aspects of workforce management and development. These include:

- Recruitment
- Selection
- Classification
- Pay
- Workforce Planning
- Implementation of employment laws including Americans with Disabilities Act, Family Medical Leave Act, Alaska Family Leave Act, and Title 7 Discrimination and Harassment laws

Provide training for:

- Statewide human resources staff on all technical areas of personnel management
- All state supervisors and managers on their responsibilities under the law and state labor contracts

Provide centralized infrastructure for state personnel management including:

- Workplace Alaska – the state's online recruitment and hiring system
- Employee database and reports
- Employee and position records

Component Goals and Strategies

ENSURE VALID AND RESPONSIVE CORE HUMAN RESOURCES SYSTEMS THROUGH

- Clear and accurate policies and procedures
- Comprehensive training for all levels of the Statewide Human Resource Team
- Audit of statewide practices
- Optimal use of technology

BUILD STRONG WORKING RELATIONSHIPS WITH ALL STAKEHOLDERS THROUGH

- Joint training
- Collaborative problem solving
- Information exchange

DEVELOP A COMPREHENSIVE HUMAN RESOURCES STRATEGIC PLANNING PROCESS

- Work with all agencies to identify core subjects
- Amend or develop training materials as necessary
- Develop training staff resources from existing statewide staff
- With agencies and bargaining units, develop implementation plan

DEVELOP PROPOSED SOLUTIONS TO THE JOB CLASSIFICATION SYSTEM PROBLEMS

- Revalidate problems previously identified
- Research possible solutions
- Train statewide classification staff on basic fundamentals as well as new trends in classification
- Develop a workplan to address problems within current budget/with additional funding

Key Component Issues for FY2002 – 2003

RECRUITMENT AND RETENTION OF A QUALIFIED WORKFORCE continues to be the number one issue facing state managers. Factors affecting recruitment and retention include: demographics; low in-state unemployment; state wages being significantly below market; unmanageable workload resulting in paid or uncompensated overtime, burnout, and poor supervision and management. In FY2002, we began to issue a quarterly State Workforce Profile to inform agencies about statewide demographics and trends and to provide them with agency specific data. We continue to support agency efforts at workforce planning and to develop improved recruitment strategies. We began an employee survey project designed to provide additional information about recruitment and retention factors. We completed an initial survey. Additional surveys are planned including an exit survey of employees leaving state work.

Legislation to provide pay flexibility, when pay is a factor in recruitment and retention problems, may be considered.

Major Component Accomplishments in 2001

- CLASSIFICATION AND PAY TRAINING. Classification and pay is one of the most technical areas of personnel management. This year we provided two intensive training sessions for statewide classification staff. Most participants sat for the exam following the training giving them professional continuing education credit.
- DISCRIMINATION/HARRASSMENT TRAINING. Lack of understanding of state and federal discrimination and harassment laws by state supervisors and managers results in workplace problems and financial liability to the state. We have tripled our training effort in this area this fiscal year offering both standard and custom classes to all agencies.
- JOB/CAREER FAIRS. The Division of Personnel developed a professional booth showcasing Alaska state jobs and participated in seven in-state and two northwestern job fairs. Attendance at out of state job fairs is focused on job specific recruitment when in-state candidates are not available – nurses and engineers for example.
- WORKFORCE PLANNING. The Division of Personnel sponsored Steve Goodrich from the Center for Organizational Excellence to provide briefings to the Cabinet and Legislature on Workforce Planning. He also taught a day-long seminar on the topic for state directors, managers, human resources staff, and union representatives. These briefings and training provided a base of information about national workforce trends and common challenges in recruitment and retention in today's job market. The training also provided a general approach for agencies that need to do comprehensive planning.
- EMPLOYEE LAW TRAINING. In partnership with the Department of Law, we sponsored a one-day intensive update for human resource professionals and their administrative services directors. The training focused on good management practices as well as limiting the state's financial liability.
- ALL EMPLOYEE SURVEY. Over 5,000 state employees participated in an online survey during August. The survey was designed to provide information on employee retention issues. Results indicate that employees are most concerned about wages and benefits, and then supervision/management issues, growth and development opportunity, and work load.

Statutory and Regulatory Authority

AS 39.25	State Personnel Act
AS 39.26	Rights of State Employees
AS 39.27	Pay Plan for State Employees
AS 44.21.020(1),(8)	Duties of Department
AS 44.21.500-508	<i>Office of Equal Employment Opportunity (Repealed)</i>
AS 23.10	Employment Practices and Working Conditions
AS 23.40	Labor Organizations
2 AAC 07	Personnel Rules
2 AAC 10	Collective Bargaining Among Public Employees
8 AAC 97	Labor Relations

Alaska Constitution, Art. XII, Sec. 6

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Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,373.0	1,759.6	1,930.5
72000 Travel	83.2	49.6	49.6
73000 Contractual	657.4	683.0	510.0
74000 Supplies	37.3	25.5	25.5
75000 Equipment	136.9	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,287.8	2,517.7	2,515.6
Funding Sources:			
1004 General Fund Receipts	1,944.3	1,935.6	1,928.4
1007 Inter-Agency Receipts	333.1	506.0	511.1
1053 Investment Loss Trust Fund	10.4	0.0	0.0
1061 Capital Improvement Project Receipts	0.0	76.1	76.1
Funding Totals	2,287.8	2,517.7	2,515.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	333.1	506.0	503.0	511.1	511.1
Capital Improvement Project Receipts	51200	0.0	76.1	76.1	76.1	76.1
Investment Loss Trust Fund	51393	10.4	0.0	0.0	0.0	0.0
Restricted Total		343.5	582.1	579.1	587.2	587.2
Total Estimated Revenues		343.5	582.1	579.1	587.2	587.2

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Proposed Changes in Levels of Service for FY2003

- INCREASE TRAINING OF SUPERVISORS AND MANAGERS AND STATEWIDE HUMAN RESOURCE STAFF – A comprehensive training curriculum for supervisors and managers will increase employee productivity and decrease state financial liability. Training for statewide human resource staff will enable agencies to support supervisors and managers more effectively.
- INCREASE SUPPORT TO AGENCIES ENGAGED IN WORKFORCE PLANNING

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,935.6	0.0	582.1	2,517.7
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	42.8	0.0	5.1	47.9
-Remove Fiscal Note Funding for SB 65, State Employee Pay Equity Study	-50.0	0.0	0.0	-50.0
FY2003 Governor	1,928.4	0.0	587.2	2,515.6

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Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	31	31	Annual Salaries	1,472,142
Part-time	0	0	COLA	48,830
Nonpermanent	0	2	Premium Pay	0
			Annual Benefits	531,292
			<i>Less 5.93% Vacancy Factor</i>	(121,764)
			Lump Sum Premium Pay	0
Totals	31	33	Total Personal Services	1,930,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk II	0	0	1	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Clerk II	0	0	3	0	3
Administrative Clerk III	1	0	1	0	2
Administrative Manager I	0	0	1	0	1
Analyst/Programmer III	0	0	1	0	1
Analyst/Programmer IV	0	0	1	0	1
Data Processing Mgr II	0	0	1	0	1
Division Director	0	0	1	0	1
Personnel Asst I	0	0	2	0	2
Personnel Asst II	0	0	1	0	1
Personnel Manager I	1	0	1	0	2
Personnel Manager II	0	0	1	0	1
Personnel Specialist I	1	0	6	0	7
Personnel Specialist II	2	0	1	0	3
Personnel Specialist III	0	0	2	0	2
Research Analyst II	0	0	1	0	1
Student Intern I	0	0	2	0	2
Totals	5	0	28	0	33